

How to Use the Field Manual

[How do I search?](#)

[How do I find forms?](#)

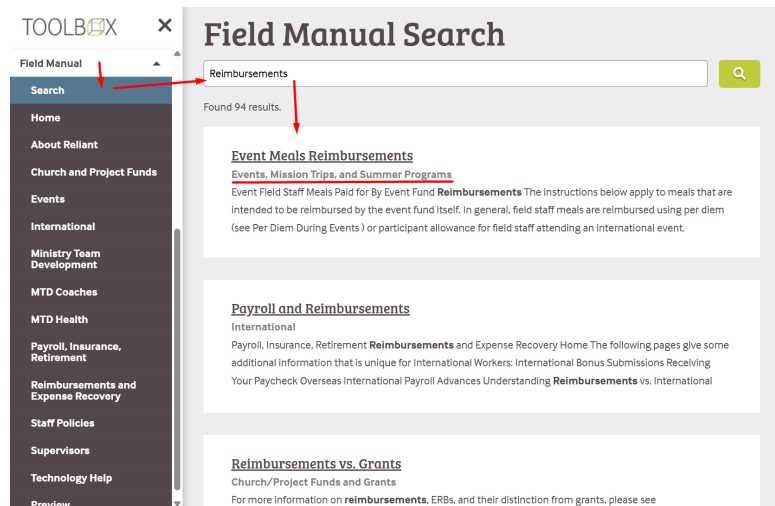
[How do I find links within a page?](#)

For assistance, problems, or questions, please get in touch with your [Program Team](#).

Search

After logging in, you will see the FIELD MANUAL in the navigation. The first item in the navigation is "Search".

The field manual pages are housed in different *spaces*. You may find something that has the same topic listed more than once. (Ex. Reimbursement). You can see which *space* that topic is housed in on the line below each page title to help your decision on which page to open.



Forms

The field manual is home to all of our forms that used to be housed on our historical legacy websites.

You can go to these pages to find forms in specific spaces:

- [Forms for International Workers](#)
- [Forms for Employee Policies](#)
- [Forms for Ministry Team Development](#)
- [Forms for Payroll](#)
- [Reimbursement and Expense Recovery Bonus Standard](#)
- [Forms for Retirement](#)

The great part about the field manual is that we can now have information, policies, and forms all on the same page. So we suggest that rather than just going straight to a form, you search for the topic to find the page with information as well as the form to confirm that you are using the correct form and any other useful information, such as "do I have the correct form" or "how to submit the form," etc.

Links

The field manual is able to connect to other pages within a page, to forms, google documents, outside websites, etc. Whenever you see blue letters on a page, you know that you have found a link. (Ex. [Forms for Employee Policies](#))

You may also find a box linking you to a google form. For example:

reliant.org

On some pages, you will see a picture of a document. That picture is also a link to download the document. It would look like this: ...

Statement of Faith

